

Purpose

This document provides explanations for some administrative functions and known issues regarding RevCom 5, version 5 of the Review and Comment System.

Task Based Login

The login screen has changed from a role-based login to a new-task based login. We hope this change aids in understanding the terminology of RevCom roles and responsibilities.

Review Documents - For subject matter experts (**SMEs**): Review and comment on any draft documents assigned to you or open for comments.

Consolidate Comments - For Directives Points of Contact (**DPCs**): Review and consolidate comments that have been submitted to you from your organization and create your comments package(s) to send to the document author(s).

Respond to Comments - For Office of Primary Interest (**OPI**): Review and respond to comments on your documents that have been submitted to you from DPCs and other reviewers in the Department.

Load New Document - For **Administrators**: After you receive a new or revised version of a document from the author, load the document into the system and set up the review process.

Coordinate Review - For **Administrators**: Setup or change the review for one or more documents, set up user accounts, assign users and organizations to review documents, set or change due dates, send notifications to reviewers, etc.

Help and Support - For **all users**: Read online help, download user guides, and contact Technical Support.

The Difference between a “Document” and a “Version”

RevCom distinguishes between a “document” and its “versions.” Though reviewers, commenters, and DPCs will primarily work with individual versions of each document, they may think of the version as a document, and justifiably so – RevCom users are reviewing the content of a document, a document that is likely to have more than one revision. Therefore, in RevCom, the term “document” is used to refer to the entire set of versions created and reviewed as a document draft evolves. In RevCom, when a user invokes an action on a “document” that action is most often applied to the master record that contains information that is common to all versions (such as the document title) and provides the key to performance measures and reports for the entire document review cycle. As far as RevCom is concerned, one never actually uploads a document to the system – only individual versions get uploaded – but before any versions are uploaded, an Administrator must create the master record that keeps track of each

Activity Status Summary



An activity displaying this icon requires immediate attention. The workflow is stopped until this activity is acted upon.



An activity displaying this icon needs to complete setup or is waiting for the date to open.



An activity displaying this icon means the activity is currently in progress.






An activity displaying this icon means the activity has completed.



An activity displaying this icon means the activity was cancelled.

Setting Up a Workflow

You add activities to a workflow or workflow template using the workflow ‘add activity’  icon. Enter the name for a new activity in the text entry box and click ‘Create’, or select an existing activity template. The workflow graphic will refresh and display the named activity in the workflow. Click on the activity box to set up the activity.

Using the 'branch'  icon, you may branch the workflow to specify activities that are performed in parallel or concurrently. You can add additional branches to an existing branch, by using the 'add branch'  icon, to indicate multiple activities that are performed in parallel or concurrently.

Uploading Document Content

RevCom document content uploading needs to be done with the Internet Explorer browser. Uploads with the Netscape web browser are not currently supported. To upload content for a document, the document must first be created (using the menu, Document > New). When creating a document one defines the workflow of activities to be associated with the document.

Special Characters

There are several "special" characters that should not be used within data fields in RevCom:

- the ampersand (&)
- double quotes ("")
- angle brackets (<,>)

Using these characters will cause problems in displaying content on user Web browsers and in processing email notifications. The use of single quotes is permissible. Check for those special characters in the following fields:

- Document Title (Document menu > Properties menu item)
- Version Title (Version menu > Version Status menu item)
- Section Titles (Version menu > Update Sections menu item)
- System Labels for user role names (Tools menu > System Labels menu item)
- Notifications Configurable Text (Version menu > Notifications menu item)

If you find any of the above-listed special characters in these fields, or if these fields do not display as expected, please remove the special characters before proceeding with a document review.

Parsing the Document

In the Parse Sections and Edit Sections pages, you can click a checkbox to indicate a section break. If you have any text above the first checkbox, this text will not be displayed and will not be available for review and comment. This feature can be used to remove extraneous introductory content such as headings and cover memos. However, it should be used with caution as the only way to retrieve the missing content is to upload the entire content again.

Known issue: After clicking a checkbox to indicate the beginning of a section, if you begin typing the section title without hitting tab or clicking in the text box, for each character typed, RevCom adds a new text entry box below the section title text box. You can remove these extraneous section title text boxes by deselecting the section checkbox you clicked in before typing the text of the section title.

Adding Color to the Version Title

To highlight part of a version title, use the html font tag with a color name in quotes. For example:

```
<font color='red'>Redline/Strikeout Version for Concurrence</font>
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The version title will display in red what is between the tags. Because this color is not being used to convey information, it shouldn't impose any 508 compliance issues.